



BOARD OF TRUSTEES

Meeting Minutes

Date: December 11, 2014

Utah County Commission Conference Room

100 East Center Street, Suite 2300

Provo, Utah 84606

Board of Trustees Members in Attendance:

Jason Bond, Alpine City, Alternate
Craig Whitehead, American Fork City
Daniel Zappala, City of Cedar Hills
Ifo Pili, Eagle Mountain City
Derek Todd, Lehi City
Scott Spencer, Payson City
Terry Ficklin, Salem City
Benjamin Reeves, Santaquin City
Mark Christensen, City of Saratoga Springs, via phone
David Oyler, Spanish Fork City, Chairman
Doug Whitney, Utah County Commissioner
Mike Forshee, Utah County Sheriff's Office, Alternate
Wendy Pray, City of Woodland Hills, Vice Chair

Absent Board of Trustees Members:

Rich Nelson, Alpine City
Nyle Jacobsen, Town of Cedar Fort
Paul Squires, Elk Ridge City
No Current Representative, Town of Fairfield
Hale Robinson, Town of Genola
No Current Representative, Town of Goshen
Aaron Palmer, Highland City
James O. Tracy, Utah County Sheriff
Larry Ellertson, Utah County Commissioner
Norm Holdaway, Town of Vineyard

Others in Attendance:

Jim Child, JRCA Architects
Robert Moore, Utah County Attorney
Deborah Mecham, UVDSSD Executive Director
Shantell Staiger, UVDSSD Administrative Specialist
Junior Baker, UVDSSD, Legal Counsel

1. Call to Order: *David Oyler, Chairman*

David Oyler welcomed attendees and introduced Ben Reeves and Jason Bond.

2. Consent Calendar: *David Oyler, Chairman*

- 2.1 Approval of Meeting Minutes for September 25, 2014 and November 13, 2014
- 2.2 Warrant Register for July-September 2014

**Motion to approve the consent calendar by Wendy Pray
Second by Daniel Zappala
Unanimous vote, motion carried.**

3. Business Items:

- 3.1 Purchasing Policy and Procedures- *Deborah Mecham, Executive Director*

Deborah advised while attending the Utah Association of Special Districts conference, it was indicated that districts are required to either adopt the state purchasing policy or create their own where certain areas could be changeable. She indicated she is working on the District's purchasing policy and will have it reviewed by legal and finance experts, then she will present the policy in the next board meeting.

- 3.2 Operations Board report- *Scott Spencer, Operations Board Chairman*

Deborah introduced Scott Spencer as the new Operations Board chairman, who gave the report. Scott reported there was a good turnout in the last Operations Board meeting. He advised since the Spillman upgrade, PSAPs are able to update nature codes without it affecting other agencies. He reported four new nature codes were approved in the meeting.

Scott indicated there was discussion of how busy the north channel is, with it being one of the busiest law enforcement channels on the UCAN system. He reported two tests have occurred for splitting the North Channel. Scott advised the feedback from the police chiefs of the split was that the channel is more manageable. He reported the North end police chiefs are going to discuss the need for the split at their next Police Chiefs meeting.

Scott advised the District has received no complaints since July from the departments. It was asked if the agencies know the process to follow in issuing a complaint. Scott indicated they have been given the steps. He acknowledged that things are going well with issues decreasing due to the reduction in the implementation of new policies.

In an effort to streamline the process, Scott stated requests from agencies for radio and telephone recording are now available online through a login and password process.

- 3.3 Director's report- *Deborah Mecham, Executive Director*

Deborah presented the Budget Status Report as of September 30th, 2014. She summarized the report and indicated that all revenues and expenditures are right on target.

Deborah indicated since July the District has received no complaints from the agencies. She reiterated that there are processes in place to issue complaints. Deborah explained that she would like to think there are no problems, but does not want to get to a point where concerns are being held and come out later.

She expressed that the District is unable to fix problems if she is unaware of them. She advised while attending the Lone Peak Public Safety Board meeting, one of the board members asked her to address previous concerns from their police chief. Instead Chief Gwilliam directed that he did have concerns a year ago, and that the District has remedied the majority of them and stated the remainder are being worked on. Deborah explained his main concern is how busy the North Channel is, which the District is addressing.

Deborah reported she met with the VECC administration and are discussing options for a CAD-to-CAD sharing of information with them. She explained that this would aid greatly in joint public safety events that occur with UHP, bordering cities, and Bluffdale which is served by Saratoga Springs. Deborah indicated at the present time, information is transferred or relayed verbally between the two dispatch centers. A CAD-to-CAD interface would allow the answering agency to enter the call and send it to the other dispatch center, eliminating the need for callers to be questioned twice. She explained that options are being looked at. Deborah advised this option is being discussed statewide, so there may be funding available to meet these needs.

Deborah explained that in last month's meeting the Board discussed the use of multiple emergency notification systems. She reported that the District has received training on Everbridge, which is currently being used by Utah County. She indicated she has been advised that several other cities are considering Everbridge, or moving from Parlant to Everbridge. She notified that Parlant has been sold twice in several months, so she is unsure of any impact that will have. As discussed in the last meeting, Deborah stated she is still analyzing the systems and the ability for dispatch to use multiple systems and will be reporting further on that at a future meeting. The Board discussed what they use the Emergency Notification System for. David Oyler indicated that when Spanish Fork researched the functions of Everbridge, they could not pull information from the different databases of Nebo School District and Caselle. He advised Spanish Fork City is still analyzing the various systems which will contact the citizens most effectively. Mark Christensen agreed the system that will work best for the City of Saratoga Springs is the one that can populate as many databases as possible, not just the cheapest. Daniel Zappala indicated that Parlant does not have the ability of citizens to edit their contact information which is a benefit in his city. Craig Whitehead explained that CivicReady can populate from multiple databases and is the third of the price of Parlant.

3.4 Facility-

3.4.1 Dispatch Building Agreement- *Junior Baker, Legal Counsel*

Junior Baker summarized the building agreement with the option of one or two payments and a table showing the amount each entity is responsible for. He explained that all cities have been sent the agreement and need to sign and return by either December 31st or January 31st. Some board members discussed what option they are electing. Ben Reeves addressed the concern his council has with the decision made to not bond over a ten year period and the expense now coming out of this fiscal year's budget. He explained that cities do not have the ability to bond due to not having equity in the building. The discussion ensued of the decision not to bond for such a small amount when entities were willing to pay their cost upfront. David Oyler advised of the necessity to have members attend the meetings to participate in the discussions and decisions. Deborah Mecham reported she has sent the contracts to all

the entities but there are some that she has not heard back from. Mike Forshee stated that the county is working with Cedar Fort, Fairfield and Goshen to settle their payment amounts. Junior Baker directed the wording will change of when the agreement is due. He explained some cities have already signed the agreement with the due date of December 31st in it and these agreements will still be accepted, but the date will be updated to January 31st for the due date.

Motioned by Craig Whitehead giving authorization for the chairman to sign the agreements when the District receives them

Second by Wendy Pray

Unanimous vote, motion carried.

3.4.2 Land Agreement- *Robert Moore, Utah County Attorney*

Robert Moore expressed that it was good to work with Deborah and Junior on the agreement. He advised the agreement is on the Commissioners Meeting agenda to be signed on December 16th. He summarized the three main topics of the agreement. He stated that there will be a \$150,000 one-time rent payment, then a lease payment of \$5.00 per year after that. The agreement is good for 50 years, with 15 year renewable extensions after that. Robert explained upon conclusion of the agreement, both parties will negotiate in good faith, the value of the building. If there is not value, the building would be removed at the District's expense.

David Oyler reminded that the appraisal amount for the land was \$280,000. Robert Moore advised that the county sees value in having the building on the complex, but it will detain the ability for the county to use the land. It was agreed that the District will pay for the \$5.00 lease payment each year not the entities.

Motion by Derek Todd to adopt the land agreement as presented

Second by Daniel Zappala

Unanimous vote, motion carried.

3.4.3 Architectural Services and Contract- *Deborah Mecham and Junior Baker*

Deborah indicated that the District received eight respondents to the Request for Qualifications. The sub-committee narrowed it to three firms and invited them to give a presentation and to be interviewed. She stated that all three firms are qualified to do the work, but after consideration of reference information, the committee's recommendation is to award the job to JRCA AECOM. Mark Christensen advised that he would like the building to be more functional than artistic. Deborah explained that it will be reasonable and blend-in with the surrounding buildings.

Motioned to approve the architectural services and contract by Mark Christensen

Second by Terry Ficklin

Unanimous vote, motion carried.

Deborah explained the first phase with the architects and stated it would be beneficial to have board representation at the meetings. It was asked if any members would be interested in being involved. Mike

Forshee and Terry Ficklin volunteered to attend the first phase of meetings. David Oyler directed to pay for the first phase of architectural services out of reserves due to not all agreements being signed by the cities. Deborah indicated that the process for construction agreements will start in March.

3.5 Discussion on quorum requirements- *David Oyler, Chairman*

David explained the difficulty of getting enough members to attend the meeting to make a quorum. He summarized the attendance records for some cities that have never attended a meeting. He asked if there is another method the Board should implement to have a quorum. The Board discussed the issue. It was decided to lower the amount of members that have to attend to make a quorum to nine. David reminded that appointed alternates can attend and members can phone in. Junior Baker indicated that the bylaws will be changed, with action being taken on the change in the January meeting.

3.6 2015 Meeting Calendar- *Deborah Mecham, Executive Director*

Deborah asked if the Board would like to continue to rotate the location of the meetings between Lehi and Provo. The Board directed that they would like to maintain the rotation. The Board discussed conflicts with the meeting calendar. Modifications were made changing the April meeting to April 16th and the September meeting to the 17th of the same month. Due to the holidays, it was decided not to have a January meeting.

Motion by Daniel Zappala to approve the 2015 Meeting Calendar with the modifications listed above.

Second by Scott Spencer

Unanimous vote, motion carried.

3.7 Election of officers- Chairman, Vice Chairman, Secretary/Treasurer- *David Oyler*

Deborah Mecham reviewed how officers are appointed. David Oyler indicated what members currently hold the positions.

Mark Christensen nominated David Oyler as chairman. David explained that he will not be able to fulfill a full term. There were no other nominations.

Mark Christensen motioned to elect David Oyler as chairman

Second by Derek Todd

Unanimous vote, motion carried.

Scott Spencer nominated Wendy Pray as vice chairman. There were no other nominations.

Scott Spencer motioned to elect Wendy Pray as vice chairman

Second by Derek Todd

Unanimous vote, motion carried.

Mark Christensen nominated Ben Reeves as secretary. There were no other nominations.

Mark Christensen motioned to elect Ben Reeves as secretary

Second by Rich Nelson

Unanimous vote, motion carried.

4. Other Business:

4.1 Open Forum and next meeting agenda items-

Appreciation was given to Commissioner Whitney for his contributions to the board.

5. Adjournment:

5.1 Next meeting- February 12, 2015- Lehi City

Motioned to adjourn the meeting by David Bunker

Second by Terry Ficklin

Unanimous vote, motion carried.